

## **CWIP Activity Manager NF 37-6 Checklist**

1. Is the Beneficial Occupancy Date/Acceptance Date listed? Yes or No \_\_
2. Has the “TO” block been completed? Yes or No \_\_
3. Has the “FROM” block been completed? Yes or No \_\_
4. Is the name of the facility/description of asset identified? Yes or No \_\_
5. Has the “Region Asset is Under” block been completed? Yes or No \_\_
6. Is the “Status of Asset” box checked? Yes or No \_\_
7. Is the Expected Useful Life labeled? Yes or No \_\_  
7A. Is support provided to override the A-76 useful life? Yes or No \_\_
8. Are the Project/Task Codes and Amounts and Object Class listed? Yes or No \_\_
9. Has the CWIP documentation file been reviewed to ensure evidence is available to support all costs listed on the certified NF 37-6? Yes or No \_\_
10. Does the NF 37-6 include any CWIP activity being transferred in by other federal agencies (including reimbursables), if applicable? Yes or No \_\_
11. Does the NF 37-6 include any CWIP activity being donated from non-federal sources, if applicable? If so, has the FO-Financial Policy and Compliance Division (FPCD) been contacted to ensure proper authorizations have received? Yes or No \_\_
12. Are Obligating Document Numbers listed? Yes or No \_\_
13. Have the appropriate boxes been checked as to whether the NF 37-6 is: an Estimate/Preliminary, Final, or Revised? If the NF 37-6 is a revision, have the cost increases/decreases not previously recorded been identified by project/task codes and amounts. Yes or No \_\_
14. Are there sufficient uncapitalized costs by project code on the current CBS CWIP Report (CA500D) to process the NF 37-6? Yes or No \_\_
15. Have all applicable certifications been received & checked? Yes or No \_\_
16. Does the NF 37-6 contain signatures of both the CWIP Activity Manager and CFO or CAO (Deputy CAO)? Yes or No \_\_